



# Lewis County Employment Opportunity

Division: Community Development | Position: Assistant Planner

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 120: \$4,207–\$5,659/mo.

Posting Opens: 05/14/2021

Posting Closes: Open until filled.

First Review: 05/28/2021

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## DEPARTMENT / OFFICE

This position is represented by Teamsters #252 and located in the Community Development Department.

## POSITION SUMMARY

Under close supervision, performs a variety of routine planning functions on behalf of the Lewis County Planning Division; provides customer service to the public; conducts planning research; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs).

All applications must be completed online using the Lewis County web page.

Lewis County accepts no responsibility for completeness of applications or loss or damage of data. Application materials received by Lewis County becomes the property of the County.

## WHO MAY APPLY

This recruitment is open to any qualified applicant and Teamsters 252 represented employee who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:**

**ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume
- ✓ Proof of required certifications

All application materials must be received by Lewis County by closing time.

## MINIMUM REQUIREMENTS

- Bachelor's Degree in Urban Planning, Regional Planning, or a closely related field; AND six (6) month's experience as an intern in a community development department.
  - A valid Driver's License is required.
  - Proof of eligibility to work in the United States.
  - Ability to speak, read, and write the English language effectively.
  - *Experience in lieu of education will be considered in accordance with Section 2.1 of the Lewis County Employee Handbook*
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### NOTE:

The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.